

Criminal Investigation Division

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Talbot County Sheriff's Office Criminal Investigation Division. The policy addresses office file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Talbot County Sheriff's Office to maintain office records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 LIEUTENANT

The Sheriff shall appoint and delegate certain responsibilities to a Lieutenant. The Lieutenant shall be directly responsible to the Administrative Services Commander or the authorized designee.

The responsibilities of the Lieutenant include but are not limited to:

- (a) Overseeing the efficient and effective operation of the Criminal Investigation Division.
- (b) Scheduling and maintaining Criminal Investigation Division time records.
- (c) Supervising, training, and evaluating Criminal Investigation Division staff.
- (d) Maintaining and updating a Criminal Investigation Division procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
 - 1. Homicides
 - 2. Cases involving office members or public officials
 - 3. Any case where restricted access is prudent
- (h) Ensuring compliance with state requirements regarding the annual reporting of deputy-involved deaths and deaths in the line of duty (Md. Code PS § 3-507).
- (i) Complying with reporting requirements related to sexual assault evidence collection kits in accordance with COMAR 02.08.04.01.

803.3.2 CRIMINAL INVESTIGATION DIVISION

The responsibilities of the Criminal Investigation Division include but are not limited to:

- (a) Maintaining a records management system for case reports.

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1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Office with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Complying with the annual reporting requirements established by the Maryland Police Training and Standards Commission (MPTSC) regarding (Md. Code PS § 3-518; Md. Code PS § 3-207):
 1. The number of serious officer-involved incidents.
 2. The number of deputies disciplined.
 3. The type of discipline administered to each deputy.

803.4 CONFIDENTIALITY

Criminal Investigation Division staff has access to information that may be confidential or sensitive in nature. Criminal Investigation Division staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Criminal Investigation Division procedure manual.